

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2004 - JUNE 30, 2005**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: HHSA

Division/Unit: Human Resources

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	<u>2</u>	Hours	<u>769</u>	x	\$17.55	=	\$ <u>13,495.95</u>
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Types of work performed by GENERAL VOLUNTEERS in this category:

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	_____	Hours	_____	x	\$ 17.55	=	\$ <u>0</u>
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	x	VCL	=	Dollar Benefit
_____	_____	x	_____	=	\$ <u>0</u>

No. Vol	_____	Total Hours	_____	Total Value	\$ <u>0</u>
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>Benefit</u>	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar</u>
2a:	<u>2</u>	<u>769</u>	<u>\$ 13,495.95</u>
2b:	<u> </u>	<u> </u>	<u>\$</u>
2c:	<u> </u>	<u> </u>	<u>\$</u>

TOTALS:	<u>2</u>	<u>769</u>	<u>\$ 13,495.95</u>
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
<u> </u>	<u>\$</u>	<u> </u>	<u>\$</u> <u>✓</u>
<u> </u>	<u>\$</u>	<u> </u>	<u>\$</u>

TOTAL VALUE \$	<u>0</u>
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4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 57 x Rate \$ 31 = \$ 1767⁰⁰

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 10 x Rate \$ 31 = \$ 310

c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

Item	Cost

TOTAL OF OTHER PROGRAM COSTS

=

\$

Ø

d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$

2077

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$ 13,495.95
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$
ADD a + b	\$
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)	(\$ 2077)
TOTAL PROGRAM BENEFIT	\$ 11418.95

6. **RECRUITING:**

Please describe your recruiting programs:

Conduct outreach to the universities in the areas of
organizational development, urban studies, and public administration

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Redesign process and tool for exit interviews. Successfully
launched on-line survey tool for exit interviews.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2005-06:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Our goal was to establish volunteer student program
and provide realistic job previews & work on specific
project in human resources field.

9. **GENERAL INFORMATION:**

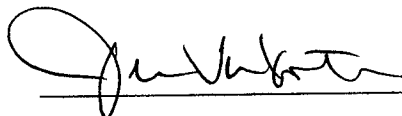
Name of Person Completing Report: Shirley Chin

Phone Number: 619-338-2798 Mail Stop W406 E-Mail shirley.chin@sdcounty.ca.gov

Volunteer Coordinator: same as above

Phone Number: _____ Mail Stop _____ E-Mail _____

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

7/13/06

DATE